



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

CJIS COMPLIANCE SPECIALIST III

Job Number: 20000696

Job Code: 24120V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 08/16/2006

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees the training of entry level CJIS compliance staff and independently supervises the on-site review of policy and procedures of agencies that access systems within the CJIS (Criminal Justice Information Services) network including the NCIC (National Crime Information Center), AFIS (Automated Fingerprint Information System), UCR (Uniform Crime Reporting), and the NIBRS (National Incidents Bases Reporting System) to ensure compliance with federal and state statutes and regulations; performs other duties as required

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of law enforcement, criminal justice or law enforcement telecommunications experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in law enforcement/criminal justice or law enforcement telecommunications will substitute for the education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Pursuant to the CJIS security policy applicant shall not have been convicted of any felony crimes. Must have current certification as a full access CJIS terminal operator from the state CJIS systems agency. Must maintain any required licensure(s), certification

(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the training of entry level CJIS compliance staff on the policies and procedures Oversees the training of entry level CJIS compliance staff on the policies and procedures governing statewide access to information databases and/or networks maintained by the Kentucky State Police. Provides documentation of training of the CJIS compliance staff and keeps supervisors apprised of progress or problems. Assists in the development of training programs and the training of KSP and local law enforcement agencies that have access to CJIS network files. Independently supervises the on-site requirements and coordinates the activities associated with the statewide access to information databases and/or networks maintained by Kentucky State Police. Assists in the development of requirements, forms and materials needed to facilitate input, update and inquiry into established information files. Provides technical assistance to agencies that interface LINK, NCIC, NLETS, UCR, NIBRS and AFIS networks. Conducts periodic on-site audits of all agencies that access the law enforcement networks to ensure compliance with all established rules, regulations and guidelines as set forth in Title 28, Code of Federal Regulations, Chapter 17, Kentucky Revised Statutes, UCR system policy guidelines, NCIC policy guidelines, and National Law Enforcement Telecommunication Systems policy guidelines. Consults with non-terminal agencies regarding their user responsibilities of the law enforcement networks. Assists local law enforcement agencies and personnel in the use of the CJIS network as needed.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform work in an office setting under stressful conditions.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.